Montana Analysis and Reporting System User and Training Guide

**Audience: All users of the
Montana Analysis and Reporting System**

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ABOUT THE MONTANA ANALYSIS AND REPORTING SYSTEM

The Montana Analysis and Reporting System is a Web-based reporting system which supports the interactive disaggregation of data into subgroups of students and/or items; provides tabular and graphic displays of results; and permits users to export data in a variety of formats.
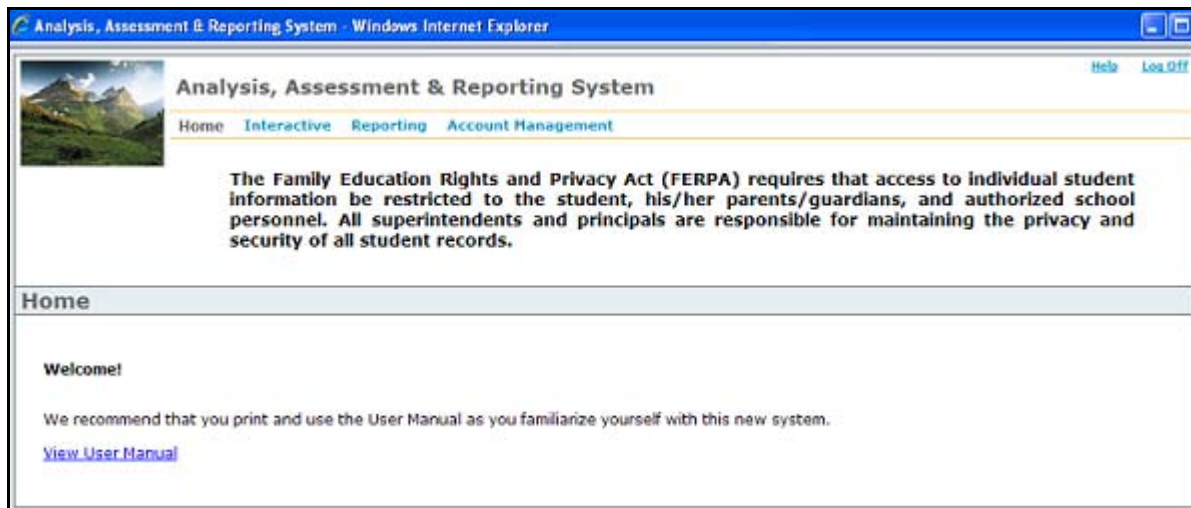

Figure 1: Montana Analysis and Reporting System Home Page

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TOPIC 1: About the Manual

This manual is designed to guide you through the basic procedures for using the Montana Analysis and Reporting System Application.

This manual uses the following typographics:

Table 1: Used in the Montana Analysis and Reporting System
User and Training Guide

Format	Meaning
Bold font	In procedural text, denotes items on the screen such as the names of fields, buttons, and windows.
Italic font	Indicates an action by the user using the mouse or keyboard such as *right-click, double-click* or *Enter*
	Indicates important information.
	Indicates a note of interest.
Vertical line (example: **File** | **New**)	Indicates a sequence of menu selections. For example, select the **File** menu and then select **New** from the menu.

TECHNICAL SUPPORT

If you require technical support, please contact the Montana Analysis and Reporting System Help Desk:

Phone: toll-free at 866-632-7764
E-mail: MARShelp@measuredprogress.org

TOPIC 2: *Technical Specifications*

	Windows	**Macintosh**
Operating System	Windows XP SP2, Vista	OS X 10.3.9 or later
RAM	256 MB or higher	256 MB or higher
Internet Browser	Internet Explorer 6+, FireFox 1.5+	Safari 1.3+, FireFox 2+
3rd Party Compression Utility *(if required)*	*Recommended:* WinZip, WinRAR	*Recommended:* Stuffit, OpenUp

NOTE: Please check with your school technology coordinator prior to installing any third party utilities.

TOPIC 3: *Log in to the Montana Analysis and Reporting System*

NOTE: If you are using the Safari Web browser, you must use version 1.3 or higher to access the reporting system.

Access the Montana Analysis and Reporting System:

1. Open your Web browser
    See "Technical Specifications" on page 4 for compatible Web browsers.

2. Enter the URL *http://iservices.measuredprogress.org* and press the **Enter** or **Return** key.

3. Select Montana from the *drop-down* list and select the **Enter** button to access the **Montana Online Services** page.

4. Select the link on the left for the Montana Analysis and Reporting System (MARS).

5. Enter your **User Name** and **Password** in the specified fields of the **Log In** page.

6. Select the **Log In** button.

Figure 2: Log In Screen

Account Types:

❑ <u>System</u>: this account is for the school system level user and allows access to static reporting only.

❑ <u>School Principal</u>: this account is intended for the school principal. One School Principal account exists for each school. This account has full access to the respective school data, including account management.

❑ <u>Teacher</u>: this account is intended for the school teacher with full reporting access.

TOPIC 4: *The Montana Analysis and Reporting System Home Page*

The home page displays messages for your school or system. It contains a menu for accessing interactive and standard reports as well as account management functions.
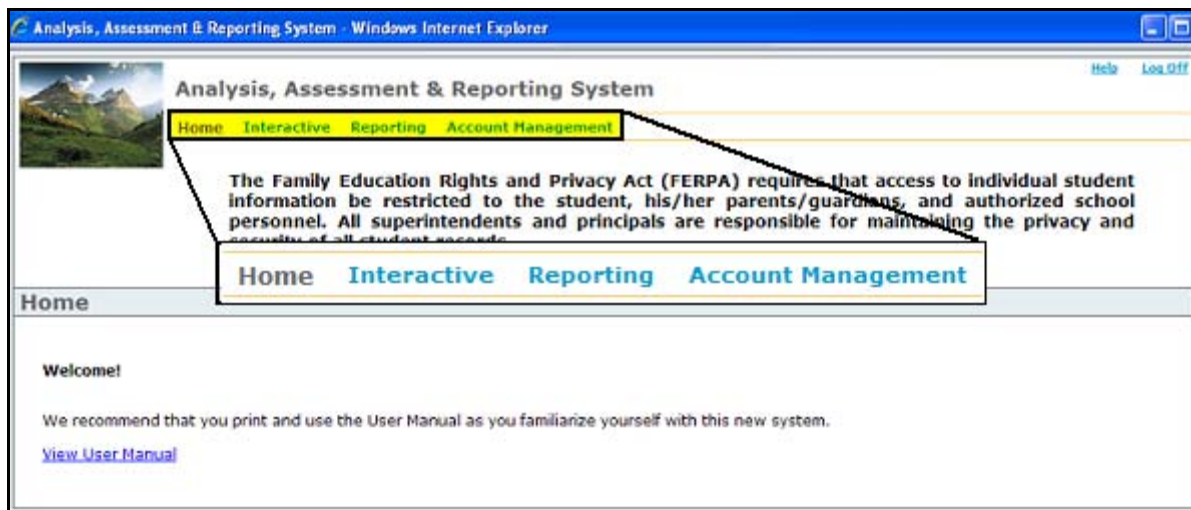

Figure 3: Home Page Menu for the School Principal account

TOPIC 5: *Filtering Report Data*

Basic Filtering:

The **Basic Filtering Options** panel is shown by default when selecting a report. If the option is not visible select **Show Basic Filtering Options** at the top of the window.

Use the **Basic Filtering Options** panel to set the following filters. Once filters have been set the report will display in the lower portion of the window.

       a. Year

       b. Administration

       c. System name

       d. School name

       e. Grade

       f. Subject

Figure 4: Roster with Basic Filtering Options

Advanced Filtering:

The **Advanced Filtering Options** panel is hidden by default when selecting a report. Select **Show Advanced Filtering Options** at the top of the window to display the filtering options.

Use the **Advanced Filtering Options** panel to display a subset of the students in a report. Select the **Display** button after specifying filter options. Select The following options are available in a student report:

> a. Gender
>
> b. Ethnicity
>
> c. Identified Disability
>
> d. Current LEP
>
> e. Economically Disadvantaged
>
> f. Migrant
>
> g. Plan 504
>
> h. Match Any / Match All

Figure 5: Roster with Advanced Filtering Options

Clear the advanced filtering options:

Select the **Clear All** button in the **Advanced Filtering Options** panel and the roster list updates to display all students as defined in the **Standard Filtering Options**.
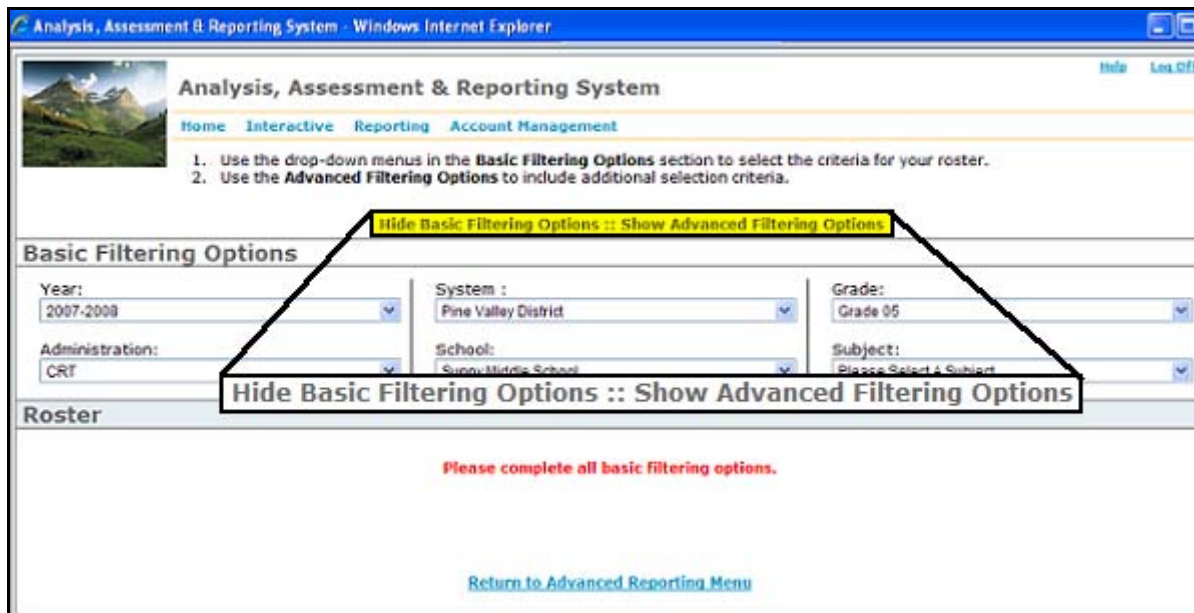
      Figure 6: Filtering options

Show/Hide filtering options:

Select **Show Basic Filtering Options** or **Show Advanced Filtering Options** at the top of the window to display the filtering options.

Select **Hide Basic Filtering Options** or **Hide Advanced Filtering Options** at the top of the window to hide the filtering options.

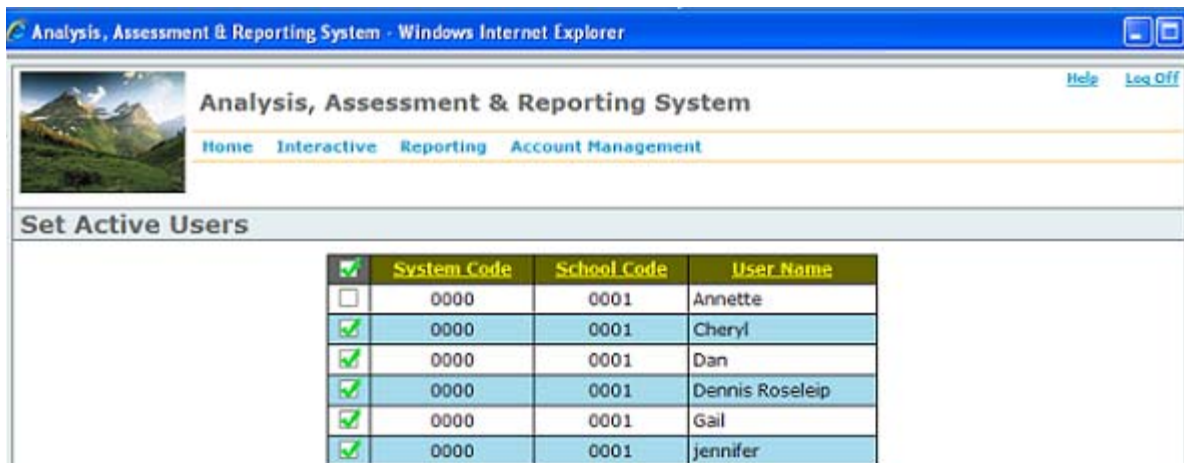**Figure 7:** Column headings

Sort a Report:

Reports available in a spreadsheet format can be sorted by field.

1. Select the column heading to sort by that field.
2. Select the column heading a second time to reverse the sort order of the field.

TOPIC 6: *Export a Report*

Reports can be exported to a .PDF, .XLS, .CSV or .JPG file depending on the type of report.

Export in PDF Format   Export in Excel Format   Export in CSV Format   Export Chart

Export a report using Internet Explorer:

1. Select the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon and the **File Download** dialog box opens.

2. Select **Save** to open the **Save As** dialog box.

3. Enter a file name in the **File Name** field.

4. Browse to the location where you would like to save the file.

5. Select **Save** to complete the export process.

Export a report using Safari:

1. Select the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon.

2. If the file does not open automatically select the file from the **Download** dialog box when download is complete.

Export a report using FireFox:

1. Select the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon and the **File Download** dialog box opens.

2. Select **Save to Disk** and the file is saved to your default download directory.

3. Select the file from the **Downloads** dialog box when download is complete. Select *CTRL-J* to open the **Downloads** dialog box if it has closed automatically.

TOPIC 7: *The Interactive Menu Options - Available at the Teacher and Principal Log In Levels*
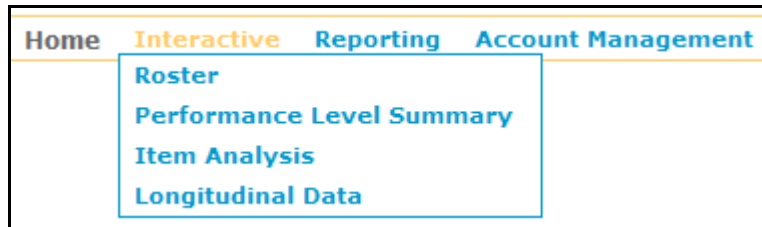
Figure 8: Interactive Menu

The Interactive menu option offers the following items:

- ❑ **Roster**: detailed School/Class listing of students
- ❑ **Performance Level Summary**: performance pie chart
- ❑ **Item Analysis**: item performance detail
- ❑ **Longitudinal Data**: student yearly data comparison

NOTE: The Interactive Menu is not available with a system level log in. "Log in to the Montana Analysis and Reporting System" on page 5 for more information on the different log in levels.

TOPIC 8: *Student Roster*

View a Student Roster:

1. Select the menu option **Interactive | Roster** and the **Basic Filtering Options** panel is displayed.

2. Set the filtering options to view the report by selecting values from the *drop-down* lists.

   For more information on the **Filtering Options** see "Filtering Report Data" on page 8.

Figure 9: Basic Filtering Options

3. Enter a report title in the **Custom Title** field if the report is going to be exported.

Figure 10: Roster Settings

4. Select a Standard from the *drop-down* list to view a report for the specific test standard.

Figure 11: Standards *Drop-Down* List

5. When logged in as the School Principal access level select whether to view a report for the entire school or select a teacher from the *drop-down* list. For more information on log in levels see "Log in to the Montana Analysis and Reporting System" on page 5.

6. View the report and Export if needed. For more information on exporting reports see "Account Management - Only Available to School Principal Log In Account Level" on page 20.

TOPIC 9: *Performance Level Summary*

View a Performance Level Summary:

1. Select the menu option **Interactive | Performance Level Summary** and the **Basic Filtering Options** panel is displayed.

2. Set the filtering options to view the report by selecting values from the *drop-down* lists.

   For more information on the **Filtering Options** see "Filtering Report Data" on page 8.

3. Enter a report title in the **Custom Title** field if the report is going to be exported.

4. When logged in at the School Principal access level select whether to view a report for the entire school or select a teacher from the *drop-down* list. For more information on log in levels see "Log in to the Montana Analysis and Reporting System" on page 5.

5. View the report and Export if needed. For more information on exporting reports see "Account Management - Only Available to School Principal Log In Account Level" on page 20.

Figure 12: Example Performance Level Summary

TOPIC 10: *Item Analysis*

View an Item Analysis:

1. Select the menu option **Interactive | Item Analysis** and the **Basic Filtering Options** panel is displayed.

2. Set the filtering options to view the report by selecting values from the *drop-down* lists.
   For more information on the **Filtering Options** see "Filtering Report Data" on page 8.

3. Enter a report title in the **Custom Title** field if the report is going to be exported.

4. Select how to display the results in **Count** or **Percent**.

5. When logged in at the School Principal access level select whether to view a report for the entire school or select a teacher from the *drop-down* list. For more information on log in levels see "Log in to the Montana Analysis and Reporting System" on page 5.

6. View the report and Export if needed. For more information on exporting reports see "Account Management - Only Available to School Principal Log In Account Level" on page 20.
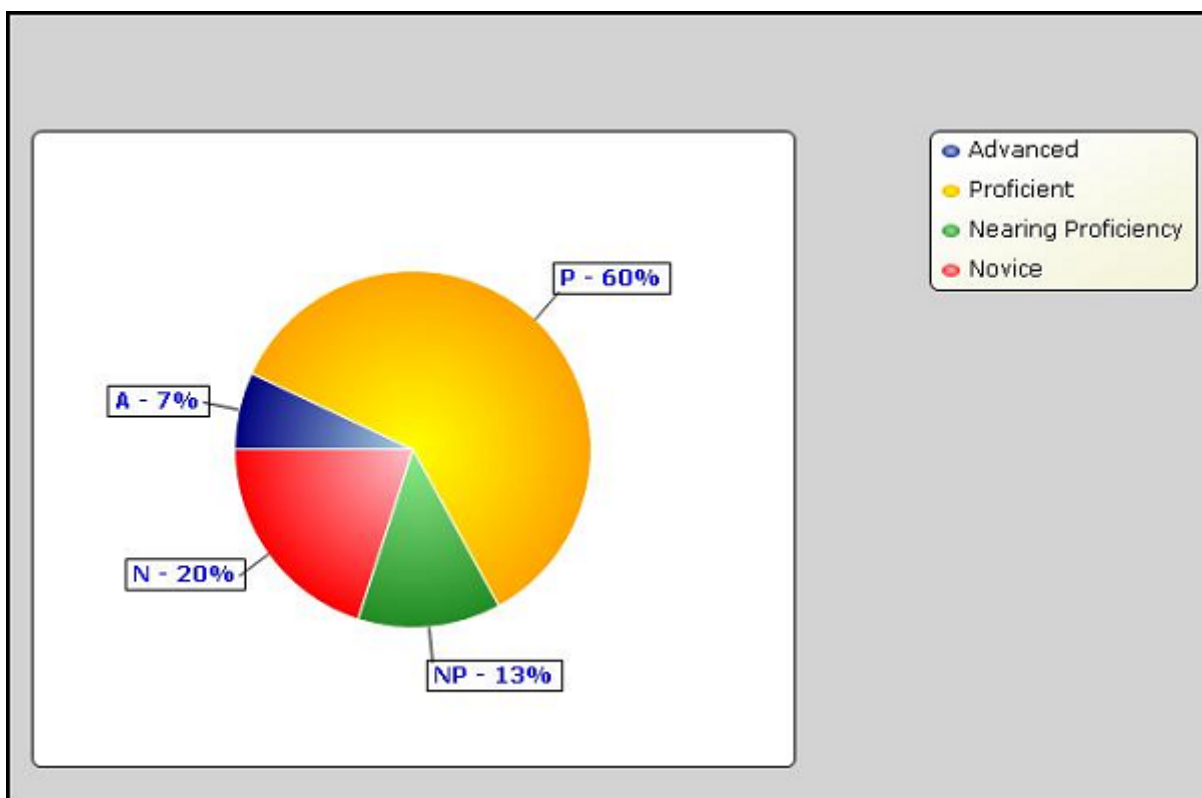

Figure 13: Example Item Analysis

![TOPIC icon] **TOPIC 11:** *Longitudinal Data*

View Longitudinal Data for a Student:

1. Select the menu option **Interactive | Longitudinal Data** and the **Basic Filtering Options** panel is displayed.

2. Set the filtering options to view the report by selecting values from the *drop-down* lists.
   For more information on the **Filtering Options** see "Filtering Report Data" on page 8.

3. Select a student from the list of available students on the left and the report displays on the right with all available data for the selected student.

4. View the report and Export if needed. For more information on exporting reports see "Account Management - Only Available to School Principal Log In Account Level" on page 20.
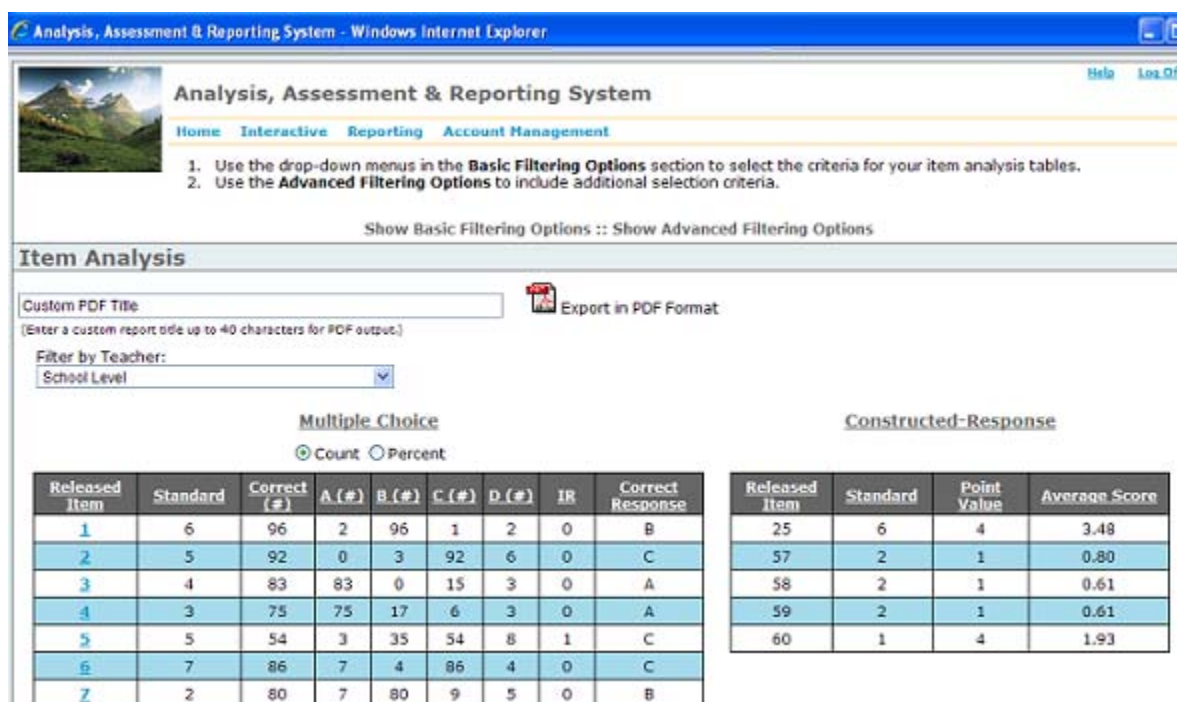

Figure 14: Example Longitudinal Data

TOPIC 12: *Reporting Menu - Static Reports - Available to all Log In Account Levels*

View Static Reports:

1. Select the menu option **Reporting** and the **Basic Filtering Options** panel is displayed.

2. Set the filtering options for the report by selecting values from the *drop-down* lists.
   For more information on the **Filtering Options** see "Filtering Report Data" on page 8.

3. A list of available reports will be shown below the **Filtering Options** panel. Select the *check-box* next to the reports to be exported.

4. Select the **Download** button to export the reports.
   See "Account Management - Only Available to School Principal Log In Account Level" on page 20.

NOTE: All reports from the reporting menu will be exported in ZIP format. Please review the "Technical Specifications" on page 4 for more information.

TOPIC 13: *Account Management - Only Available to School Principal Log In Account Level*

The **Account Management** menu option is only available to a **School Principal** level account. For more information on log in levels see "Log in to the Montana Analysis and Reporting System" on page 5. All students and teachers will be imported into the system. Use the Account Management menu to update account information, add, edit or delete user accounts; set active users and assign students to a specific teacher account.
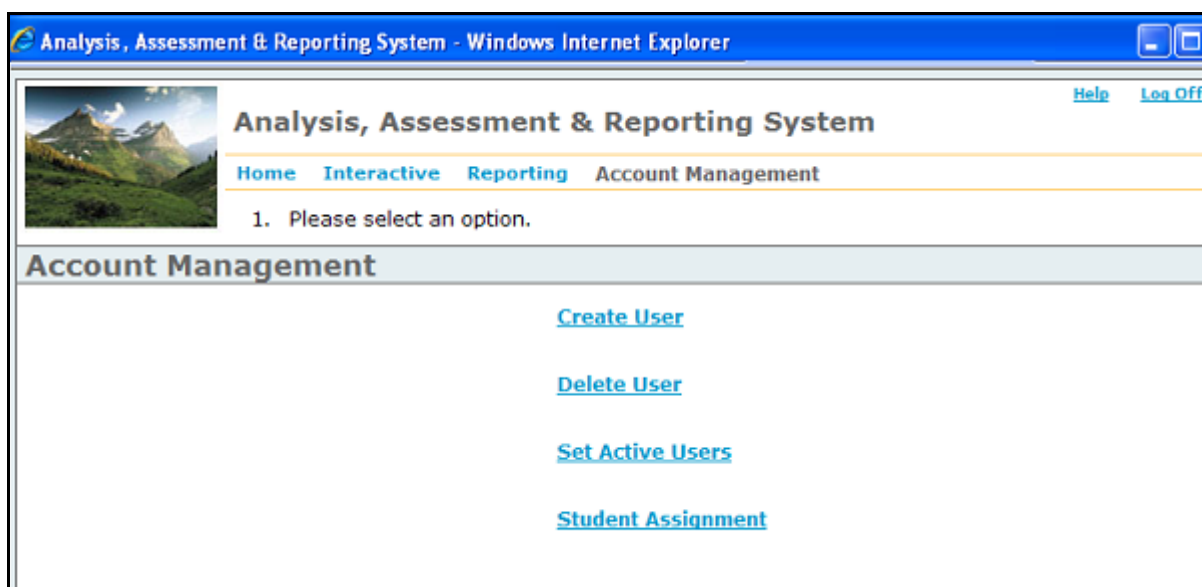

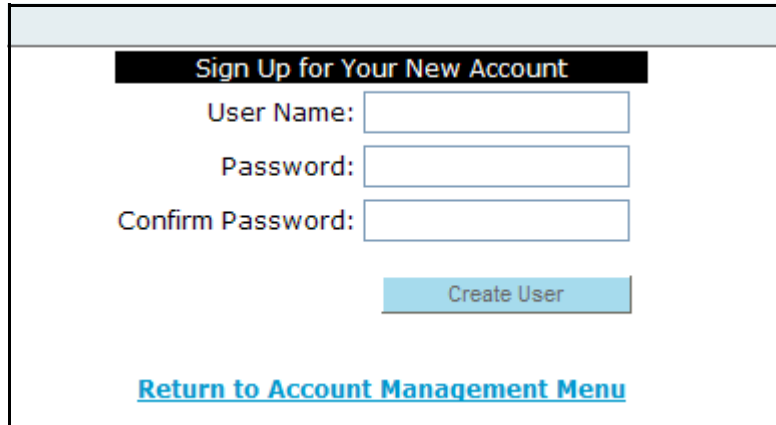**Figure 15:** Account Management Menu

View Account Management:

Select **Account Management** from the menu and the **Account Management** panel appears.

CREATE USER

Create a user:

1. Select the **Create User** link in the **Account Management** panel to open the **Create User** screen.

2. Enter a user name and create a password for the new account. Re-enter the new password for verification. The password must contain a minimum of five characters. You will be prompted if the two passwords do not match. Re-enter if needed.

3. Select **Create User** button.

   A message will display indicating the new account has been successfully created. The user name is active and ready for student assignment.

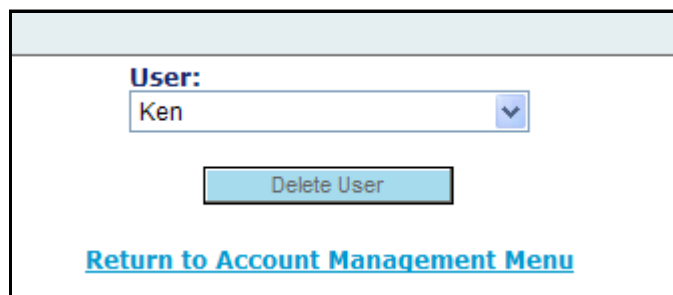4. Select **Continue** or the **Return to Account Management Menu** link to return to the **Account Management** panel.

Figure 16: Create User Screen

DELETE USER

Delete a user:

1. Select the **Delete User** link in the **Account Management** panel to open the **Delete User** screen.

2. Select the user to be deleted from the **User** *drop-down* list.

3. Select **Delete User**.

4. A confirmation box will display to verify permanent deletion of the selected user.

5. Select **OK** to complete the deletion or **Cancel** to cancel the deletion.

Figure 17: Delete User Screen

SET ACTIVE USERS

Activate/Deactivate:

1. Select the **Set Active Users** link in the **Account Management** panel to open the **Set Active Users** screen.

2. Select the *check box* to change the status of a user name. The user name is active when a green checkmark appears in the *check box*. The change is saved immediately.

When a user name is set inactive they are unable to log in to the system and receive a message stating, "Your login attempt was not successful. Please try again."
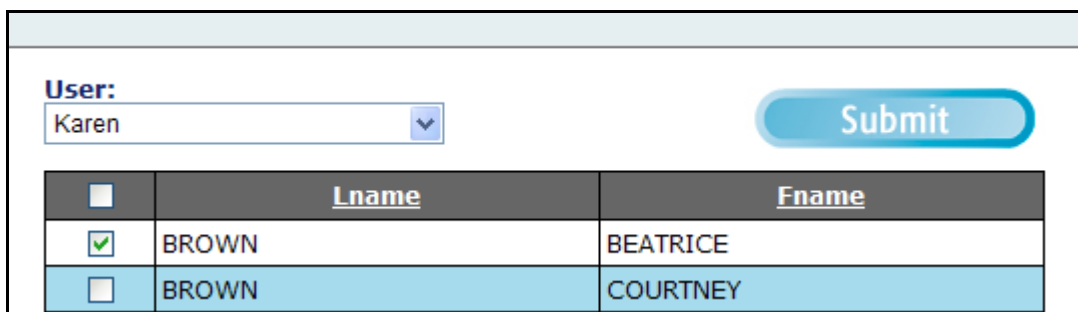
✔	System Code	School Code	User Name
☐	0000	0001	Annette
✔	0000	0001	Cheryl
✔	0000	0001	Dan
✔	0000	0001	Dennis Roseleip
✔	0000	0001	Gail
✔	0000	0001	jennifer

Figure 18: Set Active Users Screen

STUDENT ASSIGNMENT

Assign students to a user account:

1. Select the **Student Assignment** link in the **Account Management** panel to open the **Student Assignment** screen.

2. Set the basic filtering options. See "Filtering Report Data" on page 8 for more information and filtering.

3. Select a user name from the **User** *drop-down* list.
    The **Student Assignment** table displays with a checkmark next to each student assigned to the selected user name.

4. The student list can be sorted, select the column heading to sort by that field. Select the column heading a second time to reverse the sort order of the field.

5. Select the *checkbox* to add or remove a student assignment. Students may be assigned to multiple users.

6. Select **Submit** to save the changes.

Figure 19: Student Assignment Screen